

Checklist for Common Eating and Drinking Area

Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator

- _____ **Investigator requirement** – Within 24 hours of receiving the case, contact the applicant/managing officer and arrange a meeting at the location to walk through the building and discuss the plans. If the business has not yet been built, arrange a meeting within our office for the applicant/managing officer to bring the architectural plans to discuss together. ***Date of building/plan review:*** _____
- _____ **Investigator requirement** – *Common eating and drinking area* means an area within a building or group of buildings designated for the eating of food and drinking of liquor sold by retail establishments that do not provide areas within their premises for the consumption of food and liquor; where the cost of maintaining the area is shared by the payment of common area maintenance charges, as provided in the respective leases permitting the use of the area, or otherwise; and where the annual gross income from the sale of prepared meals or food consumed in the common eating and drinking area is, or is projected to be, not less than \$275,000.00 – **Section 10-108 License for sales-by-drink in common eating and drinking area:** Unless there will be one liquor license for the entire common eating and drinking area, every establishment that is located within a common eating and drinking area that wishes to sell alcoholic beverages must have a separate liquor license per state statute and city ordinance
- _____ **Investigator requirement** – *Density Study and Checklist* completed listing all package stores **or** taverns as required – see **Section 10-211** for all exceptions. ***Supervisor initial & date of review:*** _____
- _____ **Investigator requirement** – *Location Checklist* completed stating whether the proposed license is likely to interfere with or be detrimental to the rights or interests of the neighboring community – ***Supervisor initial & date of review:*** _____
- _____ **Investigator requirement** – Address verification through the database confirming there is not an existing liquor license at this proposed address.
- _____ **Investigator requirement** – *Sales-by-drink and Package Requirement Checklist* completed confirming the business is eligible to receive a liquor license per **Sections 10-102** and **10-111** of the ordinances.
- _____ **Investigator requirement** – *Conditions of License Checklist* completed to verify if conditions will have to be listed on the liquor license.
- _____ **Investigator requirement** – *Checklist for Eligible Neighbor Notification Ordinance Requirements* completed and attached confirming all requirements in **section 10-214** have been met. Notification forms are **required** to be mailed out to neighbors within 14 business days of the applicant submitting their completed application per **section 10-214(d)**.
- _____ **Investigator requirement** – *Supervisors pre-mailing approval* – submit case to liquor investigations supervisor for approval notification and voting forms prior to mailing. ***Supervisor initial & date of review:*** _____
- _____ **Investigator requirement** – *Voting forms* returned to the office within 30 days from the date issued. **Voting forms are mailed out by Regulated Industries Division.**
- _____ **Investigator requirement** – *Bar-restaurant* – If the applicant is applying as a bar-restaurant and you believe the business may not be able to maintain its status as a restaurant-bar based on a limited menu, business concept, or any other reason, you must complete a density study and submit a completed Bar-restaurant-bar Risk and Acknowledgement Form (on server) if density will not allow a tavern to be located at this address.

- _____ **Investigator requirement** – Did the applicant fail to successfully complete the voting process? If yes, you must send the **property owner** a letter stating “should the premise fail the voting process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed” – *Form letter on server. Section 10-214(g)*
- _____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to City Planning and Development Department asking if they have any objection to a liquor license being issued at the location – *Form email on server. Section 10-162(a)(13)*
- _____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Fire Marshal’s office asking if they have any objection to a liquor license being issued at the location – *Form email on server. Section 10-162(a)(13)*
- _____ **Investigator requirement** – With the exception of contingency items, once all required documents have been submitted by the applicant you must send an email to the Health Department asking if they have any objection to a liquor license being issued at the location – *Form email on server. Section 10-162(a)(13)*
- _____ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

All of the following information must be submitted by the applicant

Have Need

- _____ _____ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500

Have Need

- _____ _____ Liquor license application – **must be signed. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

- _____ _____ \$250 application fee (this fee is only for an original license and does not include the application fee for a Sunday or any other liquor license) – **check or money order made out to the city treasurer**

Have Need

- _____ _____ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor** OR **submit \$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer

Have Need

- _____ _____ Two recent photographs of the front of the premises to be licensed

Have Need

- _____ _____ A \$29 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) has resided. This will include the managing officer and anyone who owns **more than 10 percent** of the stock in the business or owns **more than 10 percent** of the business. An applicant may ask the director to conduct the criminal background investigation or the applicant may choose a licensed background investigation company, approved by the director, to conduct the investigation – **Section 10-162(b)**

Have Need

- _____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **Regulated Industries Division Form** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

___ ___ A diagram of the premises including the total number of **square feet** in the building, total **square feet** for all outdoor seating areas and the **number of floors** involved.

Have Need

___ ___ **LLC only** – a copy of the **operating agreement** listing the members and managers of the LLC
Corporation only – a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held or the **Articles of Incorporation**
Partnership only – a copy of the **partnership agreement** (limited partnership requires partnership appointment of the managing partner) – the managing partner must be noted on the application

Have Need

___ ___ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925

Have Need

___ ___ Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13th St., (816) 889-2925

Have Need

___ ___ Managing officer appointment form (managing officer must reside in Missouri) – **Regulated Industries Division Form**
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

___ ___ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business

Have Need

___ ___ A copy of the managing officer's Missouri driver's license – **must be a Missouri resident and U.S. citizen**

Have Need

___ ___ A ***schedule P form*** must be filled out for the *managing officer* and *anyone* who owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (**Section 10-181 & 10-185**)
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

Have Need

___ ___ Anyone who was not born in the United States and owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID

Have Need

___ ___ A copy of the menu

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have Need

____ A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.

Have Need

____ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – 8800 E. 63rd Street, Suite 180, Raytown, MO 64133, (816) 473-8888

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